

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 445-7046

March 14, 1986



ALL-COUNTY LETTER NO. 86 - 21

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FOOD STAMP PROGRAM COORDINATORS
ALL COUNTY FOOD STAMP PROGRAM FISCAL OFFICERS

SUBJECT: REVISED INSTRUCTIONS FOR PREPARING LINE 14 OF THE DFA-209 REPORT,
STATUS OF CLAIMS AGAINST HOUSEHOLDS

The purpose of this letter is to notify counties of additional federal reporting requirements commencing with the January - March 1986 DFA-209 Report.

The Food and Nutrition Service (FNS) has notified the State Department of Social Services (SDSS) that credit adjustments for billings will no longer be provided to any county which does not document Line 14 entries, Amount included in Line 7 which is also a FNS liability, on the DFA-209 Report.

Beginning with the first quarter of 1986, DFA-209 Reports submitted to this office must include explanations of Line 14 entries. Information required shall include: the type of claim (FNS-46), etc.), dollar amount and the semi-annual billing period for which liability was collected and full reimbursement made to the FNS. Extensive use of the DFA-209 Remarks section and use of additional attached sheets if necessary is recommended.

Failure to provide the required documentation will result in the FNS denying an adjustment for Food Stamp liability collections. This Department will return the DFA-209s for revision and resubmittal if they do not provide the information required by this letter. Returned reports may delay the payment of collection incentive funds as well as billing credits.

Please be reminded that the DFA-209 Report is due to the SDSS within 30 calendar days after the end of each calendar quarter. Your cooperation in meeting all reporting deadlines is appreciated.

If you have any questions regarding DFA-209 reporting requirements, please contact George Sifuentes or Lee Barton at (916) 445-7046.

A handwritten signature in cursive script, reading "Robert T. Sertich", is written over the typed name.

ROBERT T. SERTICH
Deputy Director
Administration

cc: CWDA